

All public records shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. Upon request, a member of the department who is authorized by the Chief of Police shall make copies available at the established cost, within a reasonable amount of time.

Please reference the Elyria Police Department's portion of the city's website located at www.cityofelyria.org/epd for our Police Department hours of operation.

A request for public records can be made by:

In Person: Records Desk is located in the front lobby of the Elyria Police Department

Telephone: 440-322-2241

Mail: Elyria Police Department
18 West Ave.
Elyria, Ohio 44035

Fax: 440-326-1243

E-mail: epdrecords@cityofelyria.org

In order to process your public records request we need the following information:

Type of report (for example traffic crash, burglary, etc.):

AND

Date, Time, and Location of incident:

AND

The name of one of the persons involved:

AND

Please describe the records you are looking for:

AND

Method you want to receive the records:

***In an effort to save time and resources please provide an email address.**

Review at the police station

Pick up at the police station

Fax to:

Mail to:

E-mail to: